

3 November 1972

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. COURSE MATTERS

1. Midcareer Grid

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Twenty-four students (2 female) are scheduled to attend Midcareer Grid 5 - 11 November  We are going to introduce the subject of "Planning" into the Midcareer course following the completion of the Managerial Grid Seminar on Friday, 10 November.

2. Large Scale Systems Analysis

The third running of the course is scheduled to begin 6 November 1972. In spite of the agreed minimal enrollment of 20 students, the decision has been made to run the course with only 15 students.

3. IWA

On 2 November we conducted for the second time a block on "Managing Time" and "Priorities".

4. Fundamentals of Supervision and Management

The FSM course on 30 October - 3 November included the topic of "Performance Appraisal". Although this subject was covered in previous Management and Supervision courses, this is the first time it has been included in the FSM course. We have reverted to our former practice because the Performance Appraisal Workshop seems to have run its course.

5. Practical Supervision for the OC Careerist

On Friday, 27 October, a meeting was held [redacted] Chief of the Communication School, and [redacted] the OC Training Officer. The meeting reviewed the special OC Supervision courses; agreed on future changes for the December and January 1973 runnings, and officially introduced us to [redacted] removed himself and his office as our contact point and designated [redacted] as his "replacement" for future discussions relating to the OC Supervision courses.

6. Leadership Conference

At the suggestion of [redacted] we are assuming that the first Leadership Conference will be conducted for OTR. Arrangements have been made [redacted] to hold the conference there on 14 - 15 December.

7. Fundamentals of Budgeting

Seven additional runnings of this new course have been scheduled during the period 15 January through 22 June 1973. One will be conducted in the Headquarters building; the other six will be held in the Chamber of Commerce Building. Wide-spread interest in this course has been evident following the announcement of the initial presentation 27 November through 1 December, with indications of large numbers of potential students waiting to be enrolled. We hope that eight runnings will satisfy most of this demand.

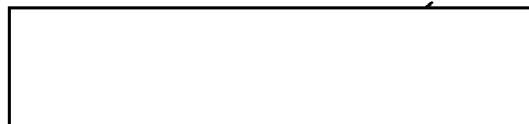
B. GENERAL

1. During this reporting period thirty new IBM Selectric Typewriters were received in Clerical Training for use in the classrooms. These typewriters will be put in use as soon as they are uncrated and the IBM representative checks them out.

2. At the request of the Office of Personnel, [redacted] accompanied two recruiters to Headquarters on Friday, 3 November, for the purpose of talking to a group of about 25 prospective clerical employees from the business college in Pittsburgh which [redacted] attended. [redacted] was asked to meet with this group to answer personal questions which might be asked and to relate some of the experiences she has had since she entered on duty in the Agency.

3. On Saturday, 28 October 1972, two clerical applicants were interviewed and tested. This is a continuation of the special recruitment program being conducted by the Office of Personnel through local newspaper advertising.

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Chief, Support School, OTR